

PowerSchool Registration User Guide

PowerSchool
Student Information System

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This edition applies to Release 10 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File > New > Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text “**Note:**”

Introduction

PowerSchool Registration is PowerSchool's add-on student enrollment and school choice system. PowerSchool Registration seamlessly facilitates new student enrollment, annual student registration, and year-round updates. PowerSchool registration provides the ability to register your students in PowerSchool and eliminates the need to print paper enrollment packets every year. If your district or school has purchased PowerSchool Registration along with PowerSchool's student information system, you can enable the PowerSchool Registration plugin so that administrators and teachers can access PowerRegistration functions via single sign-on links within PowerSchool.

Note: Each PowerSchool client using PowerSchool Registration will have one or multiple uniquely configured PowerSchool Registration plugins, which are provided by your PowerSchool Registration solutions support staff. If you are already a PowerSchool Registration customer, please have your organization's technical contact email your PowerSchool Registration specialist to request your site's upgrade to the new PowerSchool Registration plugin.

Setup

Before you can access PowerSchool Registration from within PowerSchool, perform the following setup items:

- View General Plugin Information (optional)
- View SSO (optional)
- Manage Link Details (optional)
- Configure School Access (optional)
- Enable Plugin
- Enable Customizations

Working with PowerSchool Registration

Once PowerSchool Registration is configured for your school, and once the upgraded PowerSchool Registration plugin is enabled, the PowerSchool Registration link appears in the applications drawer in the PowerSchool admin portal and in the left navigation bar of the PowerSchool Student and Parent portal. Using the PowerSchool Registration link, users can launch PowerSchool Registration from within PowerSchool while keeping their PowerSchool session active. This allows users to work in both applications simultaneously.

Launch PowerSchool Registration in the PowerSchool Admin Portal

Use this procedure to launch PowerSchool Registration in the PowerSchool admin portal.

Note: The PowerSchool Registration link only appears if the PowerSchool Registration plugin is enabled, and if the selected school has been granted access to the PowerSchool Registration link.

How to Launch PowerSchool Registration in the PowerSchool Admin Portal

1. Sign in to the PowerSchool.

Note: For more information about signing in to PowerSchool, see *The Basics User Guide* available on [PowerSource](#).

2. Click the **Applications** button (an upward-right arrow) in the navigation toolbar. The Applications drawer slides into view.
3. Click the **[PowerSchool Registration]** link. PowerSchool Registration launches in a separate window (or tab depending on your browser settings).

Note: The window that appears is not served by PowerSchool. It is rendered from a separate server. If the window does not launch, contact your school's PowerSchool administrator.

Note: If you are not actively working in PowerSchool, your session may time out. If so, you need to sign in again.

4. When you are finished working in PowerSchool Registration, be sure to sign out of PowerSchool Registration.
5. When you are finished working in PowerSchool, be sure to sign out of PowerSchool.

Launch PowerSchool Registration in the PowerSchool Student and Parent Portal

Use this procedure to launch PowerSchool Registration in the PowerSchool Student and Parent portal.

Note: The PowerSchool Registration link only appears if the PowerSchool Registration plugin is enabled, and if the selected school has been granted access to the PowerSchool Registration link.

How to Launch PowerSchool Registration in the PowerSchool Student and Parent Portal

1. Sign in to the PowerSchool Student and Parent portal.

Note: For more information about signing in to the PowerSchool Student and Parent portal, see the *PowerSchool Student and Parent Portal User Guide* available on [PowerSource](#).

2. Click the **Applications** button (an upward-right arrow) in the navigation toolbar. The Applications drawer slides into view.
3. Click the **[PowerSchool Registration]** link. PowerSchool Registration launches in a separate window (or tab depending on your browser settings).

Note: The window that appears is not served by PowerSchool. It is rendered from a separate server. If the window does not launch, contact your school's PowerSchool administrator.

Note: If you are not actively working in PowerSchool, your session may time out. If so, you need to sign in again.

4. When you are finished working in PowerSchool Registration, be sure to sign out of PowerSchool Registration.
5. When you are finished working in PowerSchool, be sure to sign out of PowerSchool.